

Jury Service Handbook



United States District Court
Eastern District of Tennessee
Chattanooga Division
<http://www.tned.uscourts.gov>

(Rev. 9/2009)

**Welcome to Jury Service
in the
United States District Court**

This booklet contains some of the information that will be covered in your orientation. Please keep it for reference.

Jury service is not only a duty of citizenship it is a privilege. Based upon responses to exit questionnaires, we know that most people find their jury service to be interesting and worthwhile. We hope you will, too.

“...(U)nless you are willing to participate in a democracy by serving, you cannot ensure the life, liberty, and pursuit of happiness...”

Lindy Boggs, Former U. S. Representative from Louisiana

IMPORTANT TELEPHONE NUMBERS

Mari Stanfill, Jury Administrator 423-752-5285, Ext. 3210
Jury Information Line 1-800-488-0879
E-mail Address *chattanooga_jury@tned.uscourts.gov*
FAX 423-752-5205

BUILDING ADDRESS

Joel Solomon U. S. Courthouse and Federal Building
900 Georgia Avenue
Chattanooga, TN 37402

MAILING ADDRESS

U. S. District Court Clerk's Office
Attn.: Jury Administrator
900 Georgia Ave., Room 309
Chattanooga TN 37402

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TERM OF SERVICE

You will be on call as a juror for 4 months (beginning on the first day you report). Over the course of the four-month term you'll receive notices in the mail directing you to report for a jury selection on a specific date. These notices will be mailed to you one week in advance.

You will not be here every day or every week. You will only report when notified. (See pg. 5, Reporting Notification)

PAYMENT FOR JURY SERVICE

Attendance Fee: \$40.00 per day

Parking Reimbursement: \$10.00 per day

Mileage Reimbursement: This rate changes from time to time. You will be advised of the current rate when you report.

You will be paid for each day of attendance whether or not you are selected to sit on the jury. **The court cannot pay you if you fail to call the Jury Information Line and report when you are not supposed to. (See pg. 5)**

You are entitled by law to receive your regular pay from your employer minus the \$40.00 attendance fee. Further information regarding this provision may be requested from the jury administrator when you report for service.

Employees of the United States government are not paid an attendance fee but are still reimbursed for mileage and parking.

For verification of your attendance for your employer please see the jury administrator or courtroom deputy for an attendance slip.

Checks for jury pay are mailed directly to you at home from the U. S. District Court Clerk's Office in Knoxville however questions regarding your jury pay should be directed to the jury administrator in the Chattanooga office (423-752-5285, ext. 3210).

The IRS requires that the \$40.00 attendance fee be included on your tax return (not the mileage and parking reimbursements). **The court does not issue an IRS Form 1099 unless a juror is paid \$600.00 or more (15 days' attendance) in one calendar year.**

REPORTING NOTIFICATION

How will you know when to report? It's as easy as 1-2-3:

1. **A NOTICE TO REPORT FOR JURY SELECTION** is mailed to you one week in advance.
2. **CALL THE JURY INFORMATION LINE** after 12:00 noon on the day before reporting to find out if there are any changes in your reporting date or time. (1-800-488-0879)
3. **REPORT AS DIRECTED** on the Jury Information Line.

JURY INFORMATION LINE

All jurors are REQUIRED to call the Jury Information Line after 12:00 noon on the day before reporting

The recorded message will inform you whether there has been any change in your reporting date or time. The message will not refer to you by name or by number but to the jurors as a group (such as "The jurors scheduled to report on Tuesday . . .").

The Jury Information Line is a **RECORDED MESSAGE ONLY**. If you need to speak with someone, please call 423-752-5285, Ext. 3210, Mon.-Fri., 8:00 am - 4:00 pm.

REPORTING LOCATION

On your **FIRST DAY OF JURY SERVICE** report to the **JURY ASSEMBLY ROOM** on the 2nd floor for jury orientation.

AFTER YOUR FIRST DAY OF JURY SERVICE:

If you have received a **NOTICE TO REPORT FOR JURY SELECTION** in the mail report to the **JURY ASSEMBLY ROOM** on the 2nd floor.

IF YOU ARE SITTING ON A JURY (that is, while the trial is going on):

report to the **JURY ROOM** to which you have been assigned. The jury rooms are located on the 1st and 3rd floors next to the courtrooms.

DO NOT go in the courtroom or wait in the hall and DO NOT have any personal conversations with attorneys, parties, or witnesses.

REQUESTS FOR EXCUSE

Please make your written request for excuse before your reporting date. You will not be paid for your attendance, parking or mileage if you wait until you report to request excuse.

- Use the enclosed form: “Request for Excuse or Delay of Jury Service.”
- State your request as briefly as possible.
- A request from your employer will not be considered.

MAIL your request along with your other forms in the enclosed postage-paid envelope.

OR

FAX your request to 423-752-5205. Mail your other forms in the enclosed postage-paid envelope.

OR

DELIVER your request and other forms in person to the Clerk’s Office (Room 309, Federal Building).

- We will call you before your scheduled reporting date to inform you of the judge’s decision.
- **IF THE DISTRICT JUDGE DENIES YOUR REQUEST YOU ARE REQUIRED TO REPORT AS SCHEDULED.**

SCHEDULING DAYS OFF FROM JURY SERVICE

We make every effort to work around personal commitments that arise during your term of service but **YOU MUST KEEP THE COURT INFORMED OF DATES WHEN YOU ARE UNAVAILABLE.** This is **YOUR** responsibility.

Using the enclosed “REQUESTED DAYS OFF” calendar, please indicate any dates you know of already when you are unavailable for jury service. Directions are printed at the top of the form.

After the calendar has been turned in, you are responsible for notifying the jury administrator of additional dates. You may call or fax your information in to the jury administrator.

Phone: 423-752-5285, Ex. 3210. FAX: 423-752-5205.

ATTIRE FOR COURT

Wear comfortable, neat clothing. "Sunday dress" is not required. A sweater or light jacket may come in handy.

DO NOT WEAR shorts or tank tops, T-shirts, sweat suits or jogging suits, or clothing that is not in keeping with the dignity of the court

SECURITY

The security gate is there for everyone's safety - including that of the jurors. Anytime you enter the building, you will be required to go through the security gate (including after lunch). Bring your photo ID.

The following items ARE NOT ALLOWED in the Federal Building: laptop computers, cell phones, pagers and pocket knives. If you bring these items into the Federal Building you will be required to leave them behind at the security gate or return them to your car.

NEARBY RESTAURANTS

J's Deli, 826 Georgia Ave. (next door in the Volunteer Bldg.)

Subway and Brewster's, 850 Market St. (across the street in Miller Plaza)

Jimmy John's Gourmet Sandwiches, 973 Market St (in the EPB Building)

Quizno's Market St., 811 Market St.

Steamboat Supersandwiches, 812 Broad St.

The Food Court at Warehouse Row, 1110 Market St. (in the basement of Warehouse Row)

DOWNTOWN CHATTANOOGA



If you are coming in on I-75, I-24, or Hwy 27:

- Follow the signs for **HWY. 27 AND DOWNTOWN CHATTANOOGA**
- **TAKE EXIT I-A, M. L. KING BLVD.**
- **GO 4 BLOCKS EAST** on M.L. King Blvd. past the Sheraton Read House Hotel (on the left) and the Krystal Bldg. (on the right).
- The U. S. Courthouse and Federal Bldg. will be on the right at the corner of M.L. King Blvd. and Georgia Ave.
- Miller Park is in front of the building.

DO NOT GO TO the City & County Courts Building !

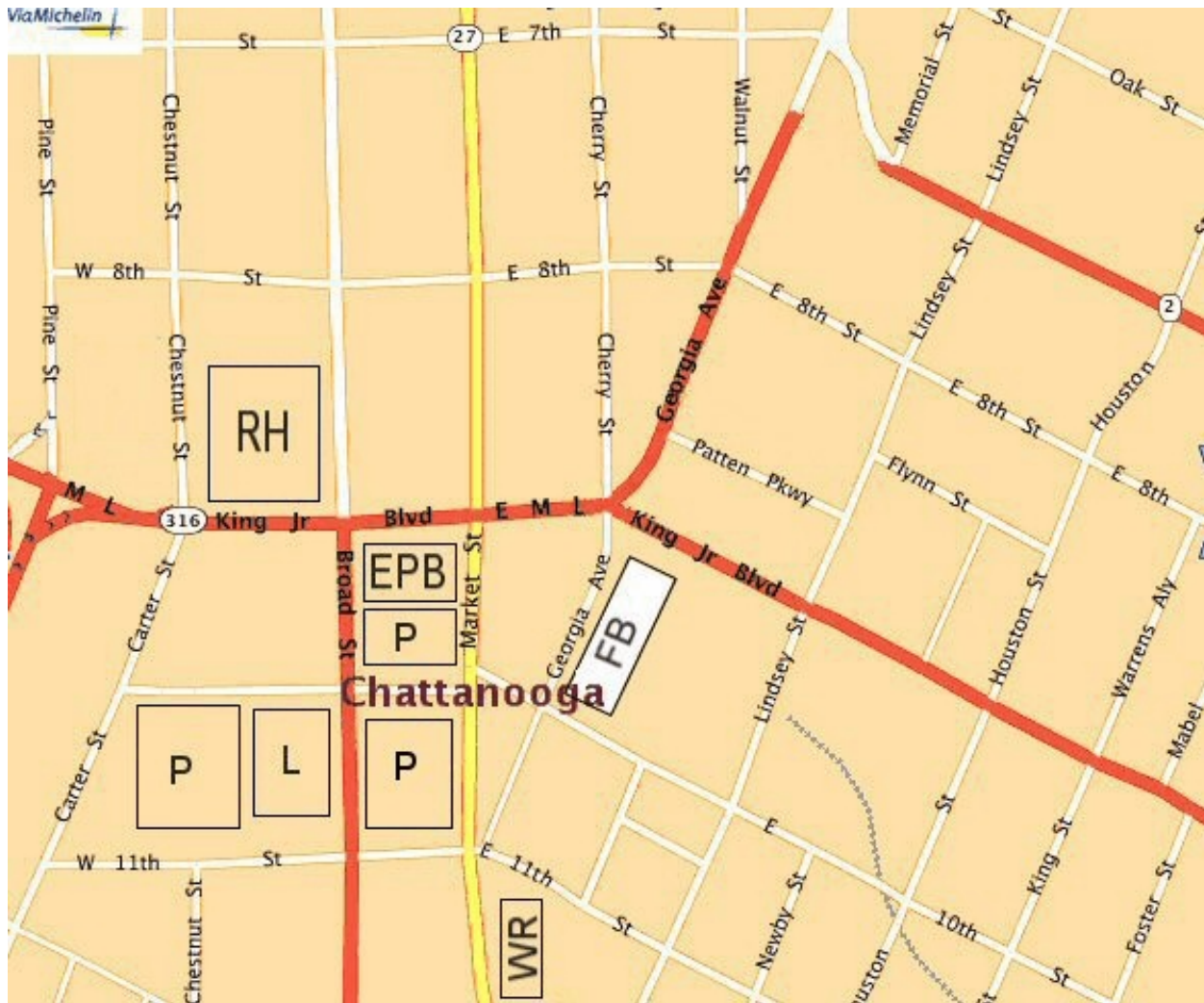
U. S. District Court is in the FEDERAL Building.

- If you need further directions, please call 423-752-5285, Ext. 3210, Monday-Friday, 8:00 a.m. - 4:00 p.m.

PARKING

The Federal Building does not have a parking lot. There are, however, several lots within just a few blocks. Parking lots are marked with a **P** on the map below.

WARNING: IF YOU PARK AT A PARKING METER YOU WILL GET AN \$11.00 PARKING TICKET WHICH WILL BE YOUR RESPONSIBILITY TO PAY.



MAP KEY

EPB Electric Power Board
Building
FB Federal Building
L Hamilton Co. Bicentennial
Library
RH Sheraton Read House Hotel

P Parking Lot
WR Warehouse Row

LAWS GOVERNING JURY SERVICE

Any person summoned for jury service in U. S. District Court (federal court) is required to report as directed unless excused by the Court. Reasons for excuse are set forth in the Jury Plan for the Random Selection of Grand and Petit Jurors, a copy of which is available for inspection in the clerk's office of the U. S. District Court. The grounds for excuse are limited as jury service is an acknowledged duty of citizenship, and our form of government requires individuals to serve as jurors when called.

A person summoned for jury service who fails to appear as directed can be ordered by the Court to appear and show cause for failure to comply with the summons. A person who fails to show good cause to the Court for noncompliance with a summons may be fined not more than \$1000, or imprisoned not more than three days, ordered to perform community service, or any combination thereof.

By statute and order of this Court, an employer may not discharge, threaten to discharge, intimidate, or coerce any permanent employee because of the employee's jury service, or the attendance or scheduled attendance in connection with jury service. If you believe your employer has engaged in such prohibited conduct, you should inform the judge or a member of the clerk's office immediately.

An employer violating this requirement is subject to

- (1) liability for damages to the employee,
- (2) an injunction from further such violations and to provide appropriate relief, including the reinstatement of such employee, and
- (3) a civil penalty of not more than \$5,000 for each violation as to each employee, and may be ordered to perform community service.

District courts have been given jurisdiction over civil actions brought for the protection of jurors' employment rights, and a mechanism has been provided for the appointment of counsel for jurors claiming violations by their employers and whose claims are found to have possible merit.